

Missouri Department of Elementary and Secondary Education
Division of Special Education

NEW SPECIAL EDUCATION DIRECTORS' INSTITUTE
Leadership Series I Summer Institute
Compliance, Data Coordination, Effective Practices and Funds Management

July 27, 28 and 29, 2004
Harry S. Truman State Office Building
Rooms 400, 493/494 and 850
301 W. High Street
Jefferson City, MO 65102

REGISTRATION GUIDELINES AND PROCEDURES

DESCRIPTION:

The Summer Institute will present basic information in the areas of special education data collection and analysis, compliance requirements, funds management and effective instructional practices. The information provided can be used by directors of special education in the management of special education processes to promote improved outcomes for students with disabilities.

AUDIENCE/TRAINING LEVEL:

The Summer Institute is for "new" special education directors. "New" is defined as a first year special education administrator, or one with less than two (2) years special education administration experience in any district. Process Coordinators may attend the institute provided they serve as the only special education administrator in their district and they meet the definition of "new".

SCHEDULE:

Tuesday, July 27 – 9:00 a.m. to 4:00 p.m.
Wednesday, July 28 – 8:00 a.m. to 5:00 p.m.
Thursday, July 29 – 8:00 a.m. to 3:30 p.m.

FEES AND EXPENSES:

There is no registration fee to attend the Institute.

Districts will be responsible for all expenses incurred including all meals, lodging, mileage and any miscellaneous costs. For further information, see Other Information of Interest to Participants below.

MAXIMUM NUMBER OF PARTICIPANTS:

Space is limited to 60 participants. Slots will be filled on a first come, first serve basis. Districts that will be hiring a new special education administrator who meets the criteria noted above may reserve a slot for that individual. In the event there is a waiting list, slots reserved without a participant's name will be held until **July 1**.

LODGING:

Participants are required to make their own hotel reservations.

Participants wishing to acquire lodging within walking distance of the Truman Building may wish to consider the following hotels: You may call the hotel directly to inquire about rates and make reservations. It is suggested that participants make arrangements as soon as possible. Room availability cannot be guaranteed.

Capitol Plaza Hotel & Convention Center

(573) 635-1234

415 W. McCarty Street

Jefferson City, MO 65102

**Located across the street from the Truman Building*

Hotel Deville

(573) 636-5231 or toll free at (800) 392-3366

319 W. Miller

Jefferson City, MO 65102.

** Located approximately two blocks south*

PARKING:

If participants should choose to stay at another hotel other than the two listed above, street parking is available but can be difficult to find. Parking information will be provided at a later date.

MEALS:

All expenses related to meals will be incurred by the District (with the exception of lunch on Thursday, July 29, 2004).

Sidney's Cafeteria is located in the Truman State Office Building. Business hours are from 6:30 a.m. to 3:30 p.m. Monday through Friday. The facility offers a variety of selections for breakfast and lunch. You may call 636-5411 for daily lunch specials. If you should wish to dine elsewhere, there are a variety of restaurants located nearby.

The Missouri Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 5th Floor, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-4581.

REGISTRATION:

Please note – The registration form is in a PDF format. Adobe Reader 4.0 or higher is required to view the form. To download a **free** copy of Adobe Reader 6.0, click on the following link:

<http://dese.mo.gov/pdfnote.html>

Complete the **entire** registration form making sure to especially note the required fields.

Registration must be received no later than **May 15, 2004**. Completion and submission instructions are included with the form. Please read them carefully to ensure successful receipt of your registration.

Registration form: <http://dese.mo.gov/divspeced/DataCoord/PDF/DIRegiFillFrm.pdf>